



Administration  
& Management

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

April 16, 1979

Administrative Reissuance Incorporating Change 81-1, June 12, 1981

### ADMINISTRATIVE INSTRUCTION NO. 68

SUBJECT: Director for Space Management and Services - Administrative  
Publications System

References: (a) [DoD Directive 5110.4](#), "Washington Headquarters Services," October 1, 1977  
(b) [Administrative Instruction No. 78](#), "OSD Administrative Instructions," June 11, 1981

#### 1. PURPOSE

This Administrative Instruction implements those portions of reference (a) that require the Director, Washington Headquarters Services (WHS) to:

1.1. Communicate directly with appropriate DoD personnel on matters related to WHS responsibilities and functions.

1.2. Manage DoD-occupied, General Services Administration (GSA)-controlled, administrative space in the National Capital Region (NCR) and DoD common support facilities.

#### 2. APPLICABILITY

The provisions of this Administrative Instruction apply to DoD employees located in GSA-owned or leased buildings in the NCR (hereafter referred to as "DoD building occupants").

### 3. POLICY

It is the policy of the Department of Defense to publish timely information on safety, health, security, and other subjects that affect an employee's morale and welfare.

### 4. RESPONSIBILITIES

4.1. The Director, Space Management and Services shall:

4.1.1. Issue Building Circulars on building administration services provided DoD building occupants.

4.1.2. Ensure that Building Circulars are consistent with existing Directives and DoD policy.

### 5. PROCEDURES

5.1. Administrative Instructions. Administrative Instructions shall be prepared in accordance with Administrative Instruction No. 78 (reference (b)), and coordinated with affected DoD Components and with other Federal and State agencies as determined by the Director, Space Management and Services.

#### 5.2. Building Circulars

5.2.1. Building Circulars are prepared on letterhead as shown at enclosure 1. They address any subject of current interest that is of a transitory nature. Proponent Agencies may submit drafts of proposed changes to the DoD Building Administrator, WHS.

5.2.2. Circulars are approved by the Director, Building Administration Division, Directorate of Space Management and Services, WHS, prior to issuance.

#### 5.3. Distribution

5.3.1. Distribution A. Used to disseminate Administrative Instructions (originated in the Directorate of Space Management and Services (DSM&S)) or Building Circulars through branch or comparable levels of each designated DoD Component in each GSA-owned or leased building. Each DoD activity that might be

affected shall receive distribution and shall be identified by its acronym in parenthesis. For example, Distribution A (OSD) (DA) (DN) (DAF).

5.3.2. Distribution B. Used to disseminate Administrative Instructions (originated in the DSM&S) and Building Circulars to DoD building occupants on basis of one copy for each five persons.

5.3.3. Distribution X (Special). Used when neither Distribution A nor B is appropriate.

5.4. Authentication. In accordance with reference (b), Administrative Instructions shall be signed by the Deputy Assistant Secretary of Defense (Administration). Building Circulars shall be signed by the WHS DoD Building Administrator or the Director for Space Management and Services, WHS.

## 6. EFFECTIVE DATE

This Administrative Instruction is effective immediately.



D. O. Cooke  
Deputy Assistant Secretary of Defense

Enclosures - 1

E1. Format of Building Circular

E1. ENCLOSURE 1

FORMAT OF BUILDING CIRCULAR

	Washington Headquarters Services	<b>Building Circular</b>
No.	Date:	Expiration: